

## **Position Description**

### **Project Management Specialist**

**FSN-11**

### **Democracy and Governance Specialist, USAID/Nepal**

## **BASIC FUNCTION OF POSITION**

The Democracy and Governance (DG) Program Specialist, Foreign Service National (FSN) Personal Service Contractor (PSC) serves as USAID's expert and advisor on a range of DG issues such as governance, transparency, anti-trafficking, human rights, civil society, media, elections, political transitions, and conflict prevention. Because of field's breadth, the Specialist needs a general understanding of DG and its cross-sector applications. The incumbent requires specific technical expertise in more than two of the following: public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; anti-trafficking in persons; conflict prevention and peace building; local governance and service delivery; elections and legislative processes; and/or gender and social inclusion. The Specialist must be highly motivated, capable of working independently or as part of a team. The incumbent advises the DG Office (DGO) and other technical offices engaging in DG activities. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials at the highest levels in both the United States Government (USG) and the Government of Nepal (GON).

The incumbent manages DG programs assigned from the DGO portfolio. The Specialist leads the design of new programs while meeting USAID requirements. The position requires the monitoring of programs' technical assistance and capacity building and provides technical direction and leadership to the contractor/ grantee teams implementing DG programs. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. S/he will also provide technical advice to other USAID Assistance Objective teams on DG as it relates to other sectors (e.g. health, education, agriculture, environment, etc).

The DG Program Specialist maintains close communication with high-level GON officials and relevant stakeholders for the effective program management. DGO relies upon the Specialist's technical advice and knowledge of central ministries as well as local governments to strengthen USAID DG assistance. The Specialist also communicates with donors, civil society organizations, universities, etc. through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **% OF TIME**

#### **Program Management and Oversight (50%)**

- Serves as the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for more than one DGO program.
- Leads management, oversight and monitoring of USAID-funded DG programs, such as public financial management, local governance, and/or civil society activities.
- Provides expert advice in the areas of strategic planning, project design and analysis, management, structure and documentation of projects.
- Oversees the design and development of new activities and ensure that new interventions are consistent with the DGO, Mission, and/or USG strategies.

- Evaluates annual work plans for DG project activities, and other technical programs as needed, making recommendations for work plan improvement.
- Monitors, evaluates and analyzes implementation of DG programs, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Provides analysis of program evaluations, performance data and reporting documents.
- Maintains an organized and professional work environment at all times, meeting USAID file management requirements.
- Performs quarterly field-level program monitoring, oversight and other program-related local travel.
- Serves as an expert resource and/or technical advisor on a range of DG issues.

#### **Communication (35%)**

- Prepares weekly updates, briefing papers, reports and press releases as well as specialized documents.
- Ensures senior level communication with government, civil society, private institutions and other donor representatives, to provide issue-oriented briefings and presentations.
- Participates in the negotiations with GON decision-makers on issues affecting program performance, evaluation/audit recommendations, sustainability issues or other program matters.
- Represents USAID on related program management at inter-agency and external technical working groups, workshops and conferences.
- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing or in briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Interprets and advises DGO and USAID on GON policies, institutional issues and program priorities affecting the direction and implementation of DG programs.
- Maintains DGO informed of current events that effect program implementation, impacts DGO or other USAID offices.
- Provides assistance or orientation to visitors and guests, as requested.

#### **Financial Management and Procurement (15%)**

- Directs the development and/or technical review of program budgets.
- Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Tracks DG programs' financial status and expenditures, and recommend future incremental funding.
- Maintains complete and auditable financial records for programs managed.
- Prepares documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS)
- Tracks and monitors procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintains complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting to USG requirements.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

### **a. Education:**

The Specialist is required to have a Bachelor's Degree in a relevant field: such as public administration, public policy, political science, economics, journalism, law, rural/community development or other related social science. A Master's degree is preferred.

### **b. Prior Work Experience:**

The Specialist must have at least five years of progressively responsible managerial and/or project management experience. Demonstrate prior experience effectively managing more than one activity at a time. At least three years' experience working in the area of providing development assistance in two or more of the following areas (in order of preference): public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; gender and social inclusion; local governance and service delivery; elections and legislative processes; anti-trafficking in persons; conflict prevention and peace building; or a related field. At least two years required experience in planning, developing or managing donor-funded programs in the relevant fields. Prior experience with writing and designing Statements of Work for donor-funded DG programs, preferred. Demonstrated experience with cross-sector application of DG programs is desirable. A minimum of seven years of experience is preferred.

### **c. Post Entry Training:**

Online course work (Newcomers Orientation, etc.), class room training (Programming Foreign Assistance, COR/AOR, DG Fundamentals, etc.) and in-house trainings, presentations or workshops (Automated Directive System, Mission Orders, report writing, sector updates etc.) as available.

### **d. Language Proficiency:**

Demonstrated fluency in both written and spoken English (Level IV) is required. Fluency in both written and spoken Nepali (Level IV) required.

### **e. Job Knowledge:**

The DG Specialist must demonstrate broad technical knowledge and understanding of DG, methodologies and context. The Specialist must have broad technical knowledge of two or more of the following areas related to USAID's country strategy: conflict prevention and peace building; public accountability and oversight; civic participation and advocacy; and good governance and service delivery; and gender and social inclusion. S/he must have strong knowledge of project or program management and organizational management, as well as NGO and GON operations. The Specialist must also possess knowledge of existing DG-related policies, procedures and regulations with a demonstrated understanding of how these policies impact other sectors. Preferably, the incumbent will have knowledge in two or more of the following USAID's current and future program areas: public financial management; legal, regulatory, policy frameworks; public accountability, advocacy and oversight; anti-trafficking in persons; conflict prevention and peace building; local governance and service delivery; elections and legislative processes; and/or gender and social inclusion.

f. Skills and Abilities:

The Specialist successfully demonstrates the following skills and abilities:

- Strong organizational skills and the ability to work independently with little supervision.
- Ability to develop and maintain high level contacts (GON, donors, civil society, local bodies) and productive working relationships with other counterparts.
- Excellent communication, presentation and inter-personal skills.
- Ability to transfer technical DG knowledge into project designs, project reports, policy papers, etc.
- Ability to communicate DG recommendations to other sectors for improved programming.
- Ability to work in a team environment and across USAID offices and the US Embassy's agencies.
- Ability to manage large, complex development assistance programs.
- Capacity to prepare technical documents in English with little editing and translate Nepali documents to English.
- Ability to work effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time.
- Ability to work weekends and/or conduct field visits.
- Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.

**POSITION ELEMENTS:**

- **Supervision Received:**

As a DGO member, the Specialist's performance will be supervised by the DGO Director or his/her designee. S/he should be prepared to assume responsibility for planning, coordinating and carrying-out specific activities independently and in coordination with the supervisor, as appropriate.

- **Supervision Exercised:** None

- **Available Guidelines:**

Apart from annual guidance received from USAID/Washington for reporting and planning, the following are available online: USAID Automated Directive Systems and Mission Orders.

- **Exercise of Judgment:**

Mission operating procedures requires program managers to exercise considerable judgment and initiative in implementing program activities as approved in the strategic framework for Nepal. S/he must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, formulate and present authoritative information for potentially controversial subjects of national or international scope.

- **Authority to Make Commitments:** Within the scope of the assignment, the Job Holder is a recognized professional and is called upon for program and procedural advice in Democracy and Governance program implementation. The Job Holder is not authorized to commit the USG to the expenditure of funds.

- **Nature, Level and Purpose of Contacts:**

The Specialist must work closely with host-country policymakers and consistently provide authoritative information and analysis upon which major long-range policy decisions can be made. Consequently, the FSNPSC will be expected to develop and maintain strong working relationships with high-level officials across Ministries and other relevant entities. Strong working relationships must also be developed and maintained with DGO staff and project implementers. The Specialist will represent DGO to other USAID Offices, providing technical advice and guidance on developing activities at the local government level. The Specialist will play an important role in advising Mission staff including the DGO Director and Deputy Director on the status of their programs and how it will impact different sectors. The nature and purpose of these contacts will require the Specialist to exercise flexibility of approach and breadth of subject matter in an unstructured setting.

- **Time Expected to Reach Full Performance Level:** Six months